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MEMORANDUM FOR: Executive Committee Members

FROM : Robert M. Gates  
Director, DCI/DDCI Executive Staff

SUBJECT : Agenda for Executive Committee Meeting,  
6 May 1981

The Executive Committee will meet on Wednesday, 6 May 1981, at 3:30 P.M. in the DCI Conference Room on the following three topics:

- a. Progress Report on Improving Language Capabilities.  
Mr. Hugel will highlight a DDCI-requested progress report on Improving Language Capability at CIA (Tab 1). The report addresses some of the concerns raised by the 1980 NAPA study of the Language Incentive Program and also suggests a role for the Agency in a broadly based national program for improving foreign language skills. It contains several recommendations for consideration.
- b. Report from the Task Force on Classification Compensation of Language Specialists. As a follow-up to the 24 November 1980 Executive Committee decisions regarding the NAPA recommendations on the Language Incentive Program, the then DDCI requested that Mr. Fitzwater establish a Task Force to review and report on the identification, classification, compensation, and career opportunities of language specialists. Given the Committee's decision to exclude people hired specifically for their language skills from the Language Incentive Program, the Task Force was also charged with developing alternatives that might be required to retain language specialists. The Task Force's report is at Tab 2 and contains a recommendation that language specialists remain eligible for the Language Incentive Program--a reversal of the 24 November Executive Committee decision. In his covering memorandum, Mr. Fitzwater notes that he and the NFAC Task Force representative do not support this position, and Mr. Fitzwater suggests instead a one-time pay adjustment for language specialists presently receiving incentive awards. (See paragraph 3C.) You should be prepared to advise the DDCI of your views on this issue.

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- c. Length of Training Courses. Mr. Hugel has conducted a review of all courses offered by the Office of Training and Education to review any areas where savings of time or money might be possible without adversely impacting on the Agency's overall training effectiveness. As a result of that review, he plans to take the proposed actions relating to specific training courses listed in Tab 3A. You should be prepared to discuss your general views on the appropriate length of training courses and to advise the DDCI whether any of the proposed reductions in training course time will adversely affect your components. Additional background material on this topic is contained in Tabs 3B-3D.



Robert M. Gates

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Attachments:  
as stated

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